

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water Environment Specialist	Job Family: III
General Classification: Professional	Job Grade: 14

Definition: To administer, implement and enforce the following codes and ordinances related to the evaluation and control of water discharge quality:

1. The City's Sewer Use Ordinance (Chapter 35, Mountain View City Code).
2. The City's NPDES Storm Water Discharge Permit.
3. The Tiered Permitting Program requirements of Health and Safety Code, Division 20, Chapter 6.5 and Division 4.5, Title 22, CCR.

Supervision Received and Exercised: Receives general supervision from the Environmental Safety Manager.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Inspect industrial and commercial facilities for compliance with codes and ordinances listed above. Inspects new construction projects for compliance with NPDES permit requirements.
2. Enforce provisions of the codes and ordinances listed above as described in the Environmental Safety Division's "Enforcement Response Plan." Enforcement includes issuing Notices of Violation, administering fines and penalties, and participating in enforcement hearings.
3. Issue permits to regulated facilities as defined in the codes and ordinances listed above.
4. Obtain, compile and evaluate reports submitted by regulated facilities for completeness and accuracy, following established practices, policies, procedures, internal guidelines and models. This includes applicable information submitted as part of the Environmental Compliance Plan (Business Plan), periodic reports of continued compliance, pH chart recordings, flow data, etc.
5. Maintain and keep up-to-date a data base of all pertinent storm and sanitary sewer discharge information submitted by regulated facilities.

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6. Review SPAR and construction plans for compliance with the codes and ordinances listed above. Advise and assist applicants in an effort to bring them into compliance in a timely manner.
7. Provide information and assistance to all regulated facilities (including City facilities) to help them comply with codes and ordinances regulating discharges to the sanitary sewer and storm drain system.
8. Provide information and educational outreach to the residential community to encourage compliance with codes and ordinances regulating discharges to the storm drain system.
9. Determine sampling locations and methods; collect representative samples of wastewater from regulated facilities; use appropriate containers and preservation methods; observe and record field conditions, flow meter readings, field test results and other data relevant to sampling conditions.
10. Respond to illegal discharges to the sanitary or storm drain system within the City; investigate and trace the sources of the discharge; provide follow-up with the responsible party and enforcement action when warranted.
11. Work cooperatively with the Palo Alto Treatment Plant and Hazardous Materials Specialists to improve compliance, reduce duplication and streamline the reporting and compliance requirements of regulated facilities.
12. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: City's wastewater discharge ordinance requirements; NPDES storm water discharge requirements; common laboratory technology; laboratory, sampling and flow-measuring methods and equipment; basic principles of industrial and municipal wastewater collection; wastewater treatment processes and systems; monitoring techniques; and safety practices related to areas of assignment.

Ability to: Inspect a variety of industrial waste discharge equipment, checking for operation, calibration and conformance to requirements; learn and apply knowledge and experience to a variety of situations related to wastewater generation, reduction, treatment and disposal; deal cooperatively and effectively with the public, regulated facility officials and City employees; communicate clearly and concisely, both orally and in writing; perform arithmetic calculations; learn to

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operate City-specific computer programs; and interpret applicable technical codes, ordinances and regulations.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of recent full-time experience with water pollution or industrial waste treatment systems. Training and experience equivalent to an Associate's degree with major course work in biology or chemistry.

Required Licenses or Certificates: Possession of a valid California driver's license. Possession of, or ability to obtain within one year of employment, a Grade I certificate in industrial waste inspection from the California Water Pollution Control Association.

Working Conditions: Must possess the ability to climb ladders and lift 50 pounds. Must be willing to work under adverse weather conditions and perform and direct emergency work as needed.

Established October 1991

Revised January 1999

CLASS SPECS

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